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## Send a Note to Someone Else

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1. Left click and drag the note on to the Inbox folder .
2. Fill out the To: box.
3. Click on Send.

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## Give Access Rights to Another

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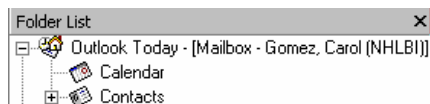
You can delegate various levels of access to your Calendar, Tasks, Inbox items, Contacts, Notes and Journal. There are two steps to this process:

### Step 1: Giving Delegate Access

1. Select Tools, Options, Delegates tab.
2. Select Add.
3. Type delegate name(s) or select from the list box.
4. Select Add, OK.
5. For each folder (calendar, In Box, etc.), select type of permission:  
None: No permission  
Reviewer (can read items)  
Author (can read and create items)  
Editor (can read, create, and modify items)
6. Select OK, OK.

### Step 2: Sharing Your Mailbox Folder

1. Right-click on your main mailbox (Outlook Today) folder.



2. Select Properties.
3. Select the Permissions tab, and then click Add.
4. In the Type name or select from list box, type or select the name of person you want to grant permissions to.
5. Select Add, OK.
6. In the Name box, click the name of the person you want.
7. In the Roles box, specify a role. (The delegate will only have access to the delegate options given in Step 1.)
8. Select OK.

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## Access Another's Calendar

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First, the owner must have given you delegate rights.

1. Select File, Open, Other User's Folder.
2. Type in name or select Name... button for list of names.
3. Select Folder type (i.e., Calendar, Tasks).
4. Select OK.

Note: After you access another person's calendar the first time, you will only have to select File, Open and choose that person.

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## Add Another Person's Calendar to Your Folder List

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You can create a shortcut in your Folders List to another person's calendar. The owner must first complete both Step 1 (Giving Delegate Access) and Step 2 (Sharing Your Mailbox Folder) under "Give Access Rights to Another" in order for you to be able to create the shortcut. To create the shortcut:

1. Select the Inbox folder.
2. Select Tools, Services.
3. Select Microsoft Exchange Server, then Properties.
4. Select the Advanced tab, then Add.
5. Type person's logon name in the Open these additional mailboxes: box.
6. Select OK until all boxes are closed.
7. In Folder List view, expand the person's mailbox to see their calendar.

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## Delete Another Person's Calendar From Your List

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1. Select the Inbox folder.
2. Select Tools, Services.
3. Select Microsoft Exchange Serve, then Properties.
4. Select the Advanced tab.
5. Select the name, then Remove button.
6. Click on Yes to remove.
7. Click on OK, OK.



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**Notes**  
**Tasks**  
**Delegation**  
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## Create a Personal Task

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1. Select the Task folder.
2. Select Actions, New Task  
  
OR click on  button [Ctrl+Shift+K].
3. Type task name in Subject box.
4. Enter a due date.
5. Enter a start date.
6. Enter the Status, Priority and % Complete.
7. Enter other options as necessary.
8. Click Save and Close button.

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## Create a Personal Recurring Task

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1. Repeat steps 1-7 in Create a Personal Task.
2. Click on Recurrence button.
3. Select the Daily, Weekly, Monthly, or Yearly option button.
4. Select the appropriate check boxes and option buttons.  
**Important:** Do not click on "Regenerate new task..." or the task will not recur at regular intervals.
5. Specify the start and end dates.
6. Click OK.
7. Click Save and Close button.

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## Assign a Personal Task to Another

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If you created a personal task and later want to assign it to another person:


1. Select the  button
2. Enter a name in the To: box.
3. Click on Send button.

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## Send a New Task to Another

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To assign a task for someone else to perform:

1. Select the Task folder.
2. Select Actions, New Task Request or click on the  button. [Ctrl+Shift+U]
3. Create a new task.

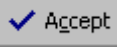
4. Click on the To: button to select addressee.  
Note: If you send a task to more than one person, Outlook cannot update you with each person's progress.
5. Select options you want.
6. Click on Send button.

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## Accept a Task

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To accept a task received from another:

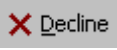
1. Double-click the Task message to open it.
2. Click on the  button.
3. To accept a task with comments.
  - a. Select Edit the Response Before Sending.
  - b. Click OK.
  - c. Enter your comments.
4. Click on Send.

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## Decline a Task

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To decline a task received from another:

1. Double-click the Task message to open it.
2. Click the  button.
3. To decline without comment, click Send the response now.
4. To decline with a comment, click Edit the response before sending, and enter your comment.
5. Select Send button.

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## Pass Along a Task Request

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If you receive a task and want to assign it to another person:

1. Open the task request message.
2. Click the Assign Task button.
3. Click on the To: button to select addressee.
4. Click the Send button.


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## Send a Task Status Report

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To send a status report to someone who assigned you a task:

1. Open the Task.
2. Update the status.

3. Select Actions, Send Status Report or click on the  button.
4. Add comments.
5. Click Send button.

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## Cancel a Task

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1. Select the task.
2. Click the Delete button. [Ctrl+D]

Note: The deleted task moves to the Deleted Items folder.

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## Set a Task Reminder

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As soon as you enter a due date for a task, Outlook sets the reminder date to the same due date. To set a different reminder date:

1. Create or open the message.
2. Check the Reminder Box.
3. Enter the date and time.
4. Click the Save and Close button.

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## Create a Note

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Notes are similar to sticky notes. They are to be used to be a quick reminder or hold information and are kept in the Notes Folder.

1. Open the Notes folder.
2. Select the New button. [Ctrl+Shift+N]
3. Type the note text.
4. Click the Close button.

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## Edit a Note

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1. Double-click on note to open or right-click on note and select Open.
2. Type text changes.
3. Click the Close button.

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## Print a Note

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1. Right-click on Note, select Print or select note, click on Print button.